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UNCLAS AMMAN 001525

SIPDIS

SENSITIVE

DEPARTMENT FOR NEA, NEA/EX, CA, PA, INR AND S/ES/O/CMS

E.O. 12958: N/A

TAGS: [AEMR](#) [AMGT](#) [CASC](#) [CVIS](#) [IZ](#) [JO](#)

SUBJECT: EMBASSY AMMAN TO FORM CRISIS LIAISON UNIT IF/WHEN  
HOSTILITIES COMMENCE

1. (SBU) In the event that war begins with Iraq, Embassy Amman will stand up a Crisis Liaison Unit (CLU) that will serve as the Embassy's central point of contact/clearinghouse for DoS inquiries on all crisis-related issues. Inquiries from the Ops Center and associated DoS Task Forces should come through the CLU and -- similarly -- Embassy-generated responses should be sent out via the CLU. The goal is to ensure that, as issues arise, we provide one definitive answer to the Department (rather than multiple, possibly conflicting, answers from different offices). As currently envisioned, the CLU will be staffed 24-hours a day by three officers and one OMS per shift during the first few days after war begins. Following this initial period, we will assess staffing levels and -- depending on the actual flow of work -- make necessary adjustments.

2. (SBU) When contacted by the Department on a particular subject, the CLU will contact the Mission office that is expert in that issue. Once it has gathered the information necessary to respond to the inquiry, the CLU will communicate back to the Department -- either orally on an open or STU-III line, or in writing via e-mail (SBU or Classified) or SITREP. The CLU will draft regular SITREPS to the Department summarizing all important crisis-related developments and also keep a log of its actions.

3. (SBU) It is important to be clear that public or press inquiries should not be directed to the CLU during regular working hours. The Embassy Switchboard Operator will be instructed to direct such inquiries to the Consular Section (for Consular matters), RSO (for Security questions) and PA (Press). If such calls come into the CLU during regular hours, they will be directed to the appropriate office. Outside of regular Embassy hours, all crisis-related calls will be directed to the CLU.

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CLU PHONE/FAX NUMBERS  
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4. (SBU) The Department should utilize the following numbers when contacting the CLU.

STU-III: 962-6-592-7740

Unclassified lines: 962-6-592-0101 ext. 2366 or ext 2599

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Unclassified FAX: 962-6-592-0159

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E-Mail  
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5. (SBU) The CLU has a dedicated E-mail Address on both the Classified and SBU computer Systems. On the classified system, the address that appears in the Global Address List is "Amman-MSX-Crisis Liaison Unit." On the Unclassified system, the CLU's address in the Global Address List is "Amman Crisis Liaison Unit."

6. (SBU) Please note that we will only start using the above listed phone numbers and e-mail addresses if/when war commences and the CLU is stood up.

GNEHM